

RS BOARD MEETING MINUTES

April 19, 2007

Board Meeting

The meeting of the NC State Board of Sanitarian Examiners was held on Thursday, April 19, 2007 at the Henderson County Health Department in Hendersonville NC. Those in attendance were: Ann Gilstrap, Terry Pierce, Malcolm Blalock, Perry Solice, Dr. Burt Ogle, Sheila Nichols, Lynn Lathan, Layton Long, Patricia Hawkins and Janice Jones.

Called to Order – Chair Ann Gilstrap called the meeting to order at 10:10 a.m.

Conflict of Interest Statement – Chair Ann Gilstrap asked does any Board Member wish to speak to the appearance of any actual or potential conflicts of interest. There were none stated.

Board Action: Motion made by Malcolm Blalock and seconded by Terry Pierce to enter into Closed Session to discuss investigations. All votes affirmative.

In Closed Session at 10:12 a.m.

Out of Closed Session at 11:06 a.m.

Rhonda Barnes hearing is scheduled for June 4, 2007 at 10:00 a.m. in Room 1A201 at the 2728 Capital Blvd Building. Mr. Barkley will take care of the notification and court reporter. Terry Pierce will be hearing officer. RS Board members will meet at 9:00 a.m. for instruction from John Barkley. Ann Gilstrap and Malcolm Blalock, the investigators, will meet or have a conference call with John Barkley prior to the hearing. A scheduled RS Board Meeting will be held following the hearing.

Hearing date for Michael Thompson was rescheduled for August 9 & 10, 2007 at 9:00 a.m. Layton Long is to check with AB Tech-Enka Campus for space to conduct the hearing. John Barkley will do the notification and arrange for a court reporter. Mr. Barkley will provide procedural instruction for the hearing at the Board Meeting scheduled for July 12, 2007.

Gerald Strickland case is still under appeal. John Barkley will contact his attorney.

Pamlico County Investigation – No Report.

Chair Ann Gilstrap appointed Patricia Hawkins and Dr. Burton Ogle to investigate the Michael Beane case.

Further review of additional science course information is being conducted for Merle Terry and Christopher Fletcher before a hearing is scheduled.

John Barkley is to check on appeals time limit and will discuss with Ms. Gilstrap and the Education Committee. When applicants appear to not have enough science hours, applicant will be notified of denial based on education and give applicant 30 days to present additional information for the Board's consideration.

Ann Gilstrap told John Barkley that technicians in the Well Program need to be addressed.

Conference call with John Barkley ended.

Board took a break at 11:45 a.m.

Back in session at 11:55 a.m.

Approval of Minutes - Janice Jones

Minutes for the March 20, 2007 meeting were sent to all Board Members.

Board Action: Lynn Lathan made a motion to accept the Minutes. Motion was seconded by Perry Solice. All votes affirmative.

Approval of the Financial Report – Janice Jones

Janice Jones presented the Financial Report. Bank Balances as of April 18, 2007 were Checking account - \$12,196.28, Money Market account - \$24,128.61, Share account - \$33.10 and STIF account - \$41,799.78. Total of these accounts are \$78,157.77. Check with auditor to see if electronic copy of audit can be obtained.

Board Action: Motion made by Lynn Lathan to accept the Financial Report and seconded by Burt Ogle. All votes affirmative.

Chair’s Report – Ann Gilstrap

- Board member attendance at exams. Poor representation from the Board gives the impression that we don’t take it very seriously. Exams dates are predetermined by Board members. If you agreed the date worked for you, you should be there unless you have an emergency or an extremely good reason. Please notify chair as soon as you know you can’t be at a meeting or exam.
- Multiple requests came in to take the exam after the cut-off date. Waiting list established, already over number suitable for testing location. A policy is needed.
- CIT Presentations – list of available presenters, need dates of presentations.
CIT - Board representation – Sheila Nichols will represent the Board on CITAC.
- Presentations requested of Board members that relates to Board activities should go through the chair/executive committee for approval.
- Senate Bill 679 – Consolidate Environmental Reg. Comm – 3/20 Re-Ref Com on Agri/Env/NR
- Office of State Budget and Management (OSBM) Rule Change and Fiscal Note Policy.
- Registration Cards discussed. Some changes suggested and made. Need to get prototype to Terry to arrange for setting up of printing.
- Need newsletter information.

Vice Chair’s Report – Terry Pierce

- Terry Pierce made a request that the Board send a Thank You letter to Henderson County and Cathy Nicholson for hosting our Board Meeting and Exam.
- CIT Online is going well. Passing the Pretest is required.

Adjourned for Lunch at 12:43 p.m.

Reconvened at 1:08 p.m.

Secretary-Treasurer’s Report – Layton Long

Layton Long reported that he was still having trouble getting the bank accounts changed for him as Secretary-Treasurer.

Secretary’s Report

- Janice Jones presented the exam roster for tomorrow’s exam. Total of 39 interns with 36 taking the NEHA portion. July exam will be held at Wake Commons in Raleigh.

Education Committee Report

Malcolm Blalock, Education Committee Chair presented the Education Committee Report.

The following Continuing Education Requests were presented with recommendations:

Name of Education/Training	Organization Sponsor	Location	Start Date	End Date	Action Taken
North Central EH District Meeting	NCEHD	Burlington	03/20/07	03/20/07	5.25
20 Years of Spatial Vision	NC Center for GIS	Winston-Salem	03/01/07	03/02/07	8.25
Southeastern District Educational Meeting	SEEHD	Smithfield	03/09/07	03/09/07	4.25
2007 Dairy Foods Safety & Quality Conference	NCSU Food Science Ext	Salisbury	02/28/07	02/28/07	3.25
56th Annual NC Dairy Conference	NC Dairy Producers Assoc/NCSU	Salisbury	03/01/07	03/01/07	2.50
Arc GIS	NOAA Coastal Services Center	Charleston SC	03/26/07	03/30/07	15.00
ServSafe	NRAEF	Asheboro	03/12/07	03/13/07	Denied
HAZWOPER Refresher	EnviroTrainer	Online	Anytime		

Hazardous Communication	EnviroTrainer	Online	Anytime		
Emergency Response to Terrorism	EnviroTrainer	Online	Anytime		
HAZWOPER Moderate Risk	EnviroTrainer	Online	Anytime		
ICS 100	EnviroTrainer	Online	Anytime		
ICS 200	EnviroTrainer	Online	Anytime		
ICS 700	EnviroTrainer	Online	Anytime		
ICS 800	EnviroTrainer	Online	Anytime		
Water Treatment I	EnviroTrainer	Online	Anytime		
Water Treatment II	EnviroTrainer	Online	Anytime		
Water Distribution Systems	EnviroTrainer	Online	Anytime		
Water Analysis	EnviroTrainer	Online	Anytime		
Wastewater Treatment I	EnviroTrainer	Online	Anytime		
Wastewater Treatment II	EnviroTrainer	Online	Anytime		
Wastewater Treatment-Industrial	EnviroTrainer	Online	Anytime		
Wastewater Collection Systems	EnviroTrainer	Online	Anytime		
Wastewater Analysis	EnviroTrainer	Online	Anytime		
Water/Wastewater-Pumps, Maintenance & Safety	EnviroTrainer	Online	Anytime		
Water/Wastewater-Permits & Administration	EnviroTrainer	Online	Anytime		
Terrorism-A Perspective	EnviroTrainer	Online	Anytime		
Terrorism-Biological Agents	EnviroTrainer	Online	Anytime		
Worker Safety For Disaster Response	EnviroTrainer	Online	Anytime		
Introduction to Mass Fatalities	EnviroTrainer	Online	Anytime		
Integrated Solid Waste Management	EnviroTrainer	Online	Anytime		
Landfill Operations	EnviroTrainer	Online	Anytime		
Composting Operations	EnviroTrainer	Online	Anytime		
Lockout/Tagout Awareness	EnviroTrainer	Online	Anytime		
DOT Hazardous Materials Transportation	EnviroTrainer	Online	Anytime		
Multihazard Emergency Planning for Schools (ICS 362)	EnviroTrainer	Online	Anytime		
OSHA Training Guide to Industrial Hygiene	Rochester Institute of Technology	Rochester NY	03/13/07	03/16/07	15.00
Quality Improvement in Environmental Health	NCAPHA	Various Locations	Numerous	Dates	5.25
Public Health, Ground Water & Water Wells	American Ground Water Trust	RTP	06/04/07	06/04/07	7.50
WPEHS Meeting	WPEHS	Mt Airy	03/22/07	03/22/07	4.00
46th Navy Occupational & Preventive Medicine Conference	Navy Environmental Health Center	Hampton VA	03/17/07	03/22/07	15.00
WNCPPA EHS Annual Meeting	WNCPPA	Hickory	05/03/07	05/03/07	5.00
WNCPPA Laboratory Section Annual Meeting	WNCPPA	Hickory	05/04/07	05/04/07	3.75
2007 On-Site Wastewater Treatment Conference	NCSU Soil Science Dept	Raleigh	04/24/07	04/26/07	15.00
ICS 300	NC Division of Emergency Mgmt	Clinton	01/30/07	02/01/07	Need Agenda
ICS 400	NC Division of Emergency Mgmt	Clinton	02/22/07	02/23/07	Need Agenda
Water Distribution Systems - Distribution Facilities	EnviroTrainer	Online	Anytime		
Water Distribution Systems - Storage Systems	EnviroTrainer	Online	Anytime		
Water Distribution Systems - System Disinfection	EnviroTrainer	Online	Anytime		
Water Distribution Systems - System Operation & Maintenance	EnviroTrainer	Online	Anytime		
Water Distribution Systems - System Safety	EnviroTrainer	Online	Anytime		
Water Distribution Systems - Valves, Mains & Meters, O & M	EnviroTrainer	Online	Anytime		
Water Distribution Systems - Water Mains	EnviroTrainer	Online	Anytime		
Water Distribution Systems - Water Quality	EnviroTrainer	Online	Anytime		
Basic Water Treatment-Introduction (Water Sources &	EnviroTrainer	Online	Anytime		

Treatment					
Basic Water Treatment - Quality	EnviroTrainer	Online	Anytime		
Basic Water Treatment - Disinfection & Chlorination	EnviroTrainer	Online	Anytime		
Basic Water Treatment - Filtration	EnviroTrainer	Online	Anytime		
Basic Water Treatment - Fluoridation	EnviroTrainer	Online	Anytime		
Basic Water Treatment - Iron & Manganese	EnviroTrainer	Online	Anytime		
Basic Water Treatment - Disinfection	EnviroTrainer	Online	Anytime		
Basic Water Treatment - Sedimentation	EnviroTrainer	Online	Anytime		
Basic Water Treatment - Coagulation & Flocculation	EnviroTrainer	Online	Anytime		
Basic Water Treatment - Fixed Film Process	EnviroTrainer	Online	Anytime		
Basic Wastewater Treatment - Pollution Control	EnviroTrainer	Online	Anytime		
Basic Wastewater Treatment - Preliminary Treatment	EnviroTrainer	Online	Anytime		
Basic Wastewater Treatment - Primary Treatment	EnviroTrainer	Online	Anytime		
Basic Wastewater Treatment - Pond Systems	EnviroTrainer	Online	Anytime		
Basic Wastewater Treatment - Suspended Growth Systems	EnviroTrainer	Online	Anytime		
Clean Water: The E-Coli Spinach Outbreak of 2006-07	CDC	Atlanta GA	04/17/07	04/17/07	1.00
Exploring Effective Strategies to Eliminate Health Disparities	CDC	Atlanta GA	04/27/07	04/27/07	Denied
Wastewater Topic	NC Rural Water Association	Williamston	02/08/07	02/08/07	4.50
EDNCPHA Annual Educational Conference	EDNCPHA	New Bern	05/02/07	05/04/07	2.00
Adult Mosquito Identification Course	NCMVCA	Goldsboro	04/24/07	04/25/07	14.00

Board Action: Recommendation from committee to approve all of the above requests with the exception of the two marked denied, two that need agenda and those presented by Envirotrainer. More discussion needed on Envirotrainer online courses. All votes affirmative.

Board Action: Layton Long made a motion that we not accept educational request from Envirotrainer. They may resubmit with letter of endorsement of class content and hours from an accredited educational facility or governmental entity. Terry Pierce seconded the motion. All votes affirmative.

Malcolm to develop criteria for policy for accepting online and bulk courses.

Science Hours

Seeing a lot of transcripts that are very weak in physical or biological science. Need to provide consistent list, and provide those lists and accompanying article to various environmental health newsletters. Need guidance on developing clearer requirements.

Need better description of Applied Sciences (not immersed in physical science) to indicate the difference in “applied” science vs. physical or biological science.

Most transcripts are not a problem, only a few are denied. Courses that are not counted towards the science requirements are clearly not qualified as physical/biological sciences. NEHA requires a minimum 30 hours. The Board is doing everything within their control to approve as many transcripts as possible.

Claudia Rumpfelt Wright – doesn’t know if she wants to appeal unless she has enough science hours to qualify. According to transcript she has 32 hours. Dr. Ogle will send her an email.

Intern Approval – Education Committee

The following new intern applications were presented for consideration:

<u>Name</u>	<u>County</u>	<u>Degree</u>	<u>University</u>
<u>Ready to Approve:</u> Leah M. Seltzer	Wake Co	BS Env Health	WCU
Gregory Wright	Rockingham Co	BA Zoology	UNC-Ch

Pending Official Transcript, Job Description & Employment Verification

Jennifer K. Edwards	Lee Co	Food & Nutrition	ASU
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Board Action: Recommendation from Committee to approve all of the above interns under Ready to Approve. All other votes affirmative. Recommendation from Committee to postpone consideration of Jennifer K. Edwards until entire application packet is received. All votes affirmative.

The following interns were presented for RS Status:

<u>Name</u>	<u>County</u>	<u>Date Eligible</u>
Angela Crets	Hyde Co	5-16-07

Board Action: Recommendation from Education Committee to grant RS status to the above named individual who has met all requirements on the listed effective date. All votes affirmative.

Fast-tracking Request

A request was received from Stephen Phibbs with Forsyth County to receive credit for prior work experience in the field of environmental health. This approval would make Mr. Phibbs a Registered Sanitarian effective today.

Board Action: Recommendation from Education Committee to grant approval of prior work experience for Stephen Phibbs. All votes affirmative.

Legislative Report – Malcolm Blalock

Proposed amendments to RS Board Statutes were presented along with explanations. Once the Board approves it will be posted on the Board website.

Board Action: Motion made by Malcolm Blalock and seconded by Perry Solice to enter into Closed Session to discuss Personnel Matters.

In Closed Session at 3:50 p.m.

Back in Open Session at 4:08 p.m.

Administrative Secretary Position

Secretary Position will be an employee of the Board. Hours shall not exceed 30 per week without prior approval from Chair. Hours shall not exceed 40 hours in one week. Vacation and sick leave is not included. Pay is based on an hourly rate. An annual evaluation of work performance is required. Performance evaluation will determine annual pay increase. Monthly time sheets will be submitted to the Chair for approval. Payroll process needs to be researched and seek advice from an accountant.

Database Update

Terry Pierce reported that Blue Lizard is working in developing the new system and things are moving along well. Chair Gilstrap asked Patricia Hawkins to help with the testing of the system when that time comes. Malcolm Blalock is the Board Member responsible for responding to Kris Joyce about the database.

Purchasing & Accounts Payable – Lynn Lathan

Lynn Lathan presented guidelines and policies pertaining to Purchasing & Accounts Payables. The Board approved the presented guidelines and policies with several changes.

Audit Committee – Layton, Patricia and Sheila

Will start meeting at same time as Education Committee prior to Board Meeting.

SOP Report – No Report

Next meeting is scheduled for June 4, 2007 at 2827 Capital Blvd, Raleigh, NC beginning with a hearing at 10:00 a.m. and the Board Meeting immediately following.

Meeting was adjourned.

Respectfully submitted,

Layton Long, RS
Secretary-Treasurer

Date Approved _____